

Thank you for considering a Heartland Housing Foundation (HHF) Near-Market community as place to call home. This form is designed to help guide you in completing an application. If you meet the criteria listed below, your application will be accepted and reviewed. Please note that **we are not an emergency housing program**. If you require emergency housing supports, please reach out to your local family and community services.

WHO IS ELIGIBLE TO APPLY?

- Adults 18 years of age or older
- Applicants not currently listed on the Government of Alberta’s high-risk offender list
- Based on suite size, have a household annual income **equal to or less than** the thresholds listed below
- HHF reserves the right to approve tenancies based on a sustainable rent to income ratio to ensure successful tenancy.** Applicants can visit <https://www.heartlandhousing.ca/allages-nearmkt-application-eligibility> for details

The below 2024 income threshold table defines occupancy limits and the **maximum combined household income level** by suite size. The income thresholds are reviewed and set annually by Heartland Housing Foundation per our operating agreements.
HHF reserves the right to amend occupancy limits on a case-by-case basis.

Suite Size	Studio	1 Bedroom	2 Bedrooms	3 Bedrooms
Minimum and Maximum Household Size by Suite	Min: 1 Occupant Max: 1 Occupant	Min: 1 Occupant Max: 2 Occupants	Min: 2 Occupants Max: 4 Occupants	Min: 3 Occupants Max: 6 Occupants
Strathcona County	\$39,000	\$46,500	\$58,000	\$70,000
Fort Saskatchewan	\$46,800	\$55,800	\$69,600	\$84,000

COMMON Q&A’S

What is considered a household?

- We define a household to include the following:
 - *The spouse, common-law, or adult interdependent partner*
 - *Dependent(s) – A dependent includes a member of the household who is not self-supporting. A dependent is an individual under 25 years of age and related by blood, marriage, or adoption to another member of the household, or by virtue of an adult interdependent relationship.*
 - *Adults co-applying for housing who are none of the above*

I have a pet - can I bring it with me?

- There is a limit to **one** animal (in most instances) per household, and dogs must be 16 kg or less. Approved pets are subject to a monthly pet fee. If your dog is a Registered Service Animal, they are not considered a pet and therefore are not subject to the size restriction.
- If you would like to apply to house your pet, a separate pet application (**AD0076**) with the animal’s photo, license and up-to-date vaccination records are required. For your pet to be approved, they must fall under HHF’s list of permissible pets. You can find a detailed list of approved pets with guidelines in our pet application.

What is the definition of a barrier-free unit?

- Barrier-free or adaptable homes have accessible building entrances without steps or changes in level. Units may also have wider clearances/doorways, walk-in showers with handheld shower heads & grab bars, barrier-free bathroom vanity, lowered light switches/thermostats, ceiling supports and lowered kitchen counters/cupboards with wall-ovens. **Not every barrier-free home will have every design element listed above.**

WHAT ARE THE STEPS TO FINDING YOUR NEW HOME?

Step 1 – Learn More About Your Options

To help you choose a community that is best suited for your household's needs, please visit our website for floorplans, photos, and virtual tours (when available). More details about specific building features can be found on our website at www.heartlandhousing.ca.

Step 2 – Completing the Application

- Complete the application (starting on page 3) and include important documents that will help verify household income. To help navigate what forms may be applicable to you, additional information can be found on our helpful checklist which includes screenshots of sample income forms.
- For each applicant 22 years of age & older, include your most recent Income Tax Notice of Assessment. Please only send **copies as originals will not be returned**.
- IMPORTANT:** If you would like someone who will not be listed on this application as a household member to speak with HHF on your behalf (such as a friend or agency member), we ask that you fill out an additional 'Consent to Release form'.
- Each applicant is required to provide proof of identity:**
 1. For those 18 years of age or older, this can be in the form of a photocopy of your government issued ID (e.g. drivers' licence, residency card etc.) or can be shown to staff if you are dropping your application off in person.
 2. For dependents, please provide a copy of their provincial health care card, birth certificate, government issued photo ID or drivers' license.

Step 3 – Submitting Your Application

- Please mail, email or visit one of our two main locations that manage the near market buildings. Staff at our lodges accept applications and can answer any questions regarding the apartments in their community.

Muriel Ross Abdurahman Court	Silver Birch Court
Dr. Turner Lodge 9422 - 94 Avenue, Fort Saskatchewan, AB, T8L 0T7 PH: (780) 998-3321 murielcourt@heartlandhousing.ca	Silver Birch Place 914 Bison Way, Sherwood Park, AB, T8H 2C4 PH: (780) 400-3600 sbl@heartlandhousing.ca

Step 4 – HHF Review of Your Application

Once we receive your application, a member of our team will review it. All applicants will be contacted upon receipt of their application within 5 business days. A staff member will request any missing information and if you are eligible, set up a time to meet virtually, by phone or at one of our offices.

This review will give you further insight to your preferred apartment and help you ensure it meets your needs. After this review, you will receive a letter confirming your status and if approved you will be added to your selected first-come-first-serve waitlist(s).

A. HOW DID YOU HEAR ABOUT US?

- Website/Online Search
 Brochure
 Family & Community Services
 Other (please list) _____
- Referral (Current Tenant)
 RentFaster.ca
 Facebook or Social Media

B. APPLICANT INFORMATION

SECTION 1: Contact Information		
	PRIMARY APPLICANT	CO-APPLICANT (if applicable)
Legal Name(s)	First:	First:
	Last:	Last:
	Relationship to Primary Applicant	<i>(Spouse, common-law, sibling, friend etc.)</i>
Pronoun	<input type="checkbox"/> She/Her <input type="checkbox"/> He/Him <input type="checkbox"/> They/Them	<input type="checkbox"/> She/Her <input type="checkbox"/> He/Him <input type="checkbox"/> They/Them
Date of Birth	<i>Day / Month / Year</i>	<i>Day/ Month / Year</i>
What is your preferred method of contact? <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Other: _____		
Phone Number(s)		
Phone # Type	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile
Primary Email(s)		

SECTION 2: Current & Previous Rental Information	
<p>In this section, please list the details of your rental history for the past two years, starting with where you live now. If you need more space, feel free to attach additional pages with the same information. If you do not have recent rental history, please indicate this by writing N/A. If you are currently renting, please complete your consent to Landlord Reference Check on page 6.</p>	
CURRENT ADDRESS:	
Dates of Occupancy (DD/MM/YYYY – DD/MM/YYYY)	
PREVIOUS ADDRESS:	
Dates of Occupancy (DD/MM/YYYY – DD/MM/YYYY)	
Previous Landlord Name:	Previous Landlord Phone:
Previous Landlord Email:	
Do you require access to an assigned parking stall? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Do you have a pet? <input type="checkbox"/> No <input type="checkbox"/> Yes – Please fill out a pet application in addition to this form.	
Do you have a service dog? <input type="checkbox"/> No <input type="checkbox"/> Yes – Please submit a copy of your Service Dog ID Card with your pet application.	
<p>A service dog is <u>not</u> considered a pet, but it must have the appropriate documentation to be recognized as a service dog. For more information on what qualifies as a service dog, please visit https://www.alberta.ca/service-dog-information.aspx.</p>	

SECTION 3: Income Information

To verify your household's total income and ensure it remains under the income threshold for the suite size you are applying for above, for all primary applicants and household members **age 22 and older**:

- Please submit your **most recent Income Tax Notice of Assessment (NOA)** from Canada Revenue Agency showing the amount on Line 15000.

When we receive applications that indicate a high-risk tenancy based on a rent to income ratio of 50% or more, we will contact those applicants to verify income sources, expenses and available supports. With the applicant, we will establish if a tenancy can be sustained based on the household income and offer resources or referrals to other housing options if necessary. Applications indicating a high risk tenancy, in terms of a high rent to income ratio, will only be considered and approved in limited scenarios on a case-by-case basis.

	PRIMARY APPLICANT	HOUSEHOLD MEMBER (1)	HOUSEHOLD MEMBER (2)	HOUSEHOLD MEMBER (3)
List each total household member's income from Line 15000 of their NOA.	\$ _____	\$ _____	\$ _____	\$ _____

SECTION 4: Household Information

In this section:

- Provide information as it appears on government issued identification for all people who will be living in the household.
- If you are expecting the size of your family to change within the year, please include documentation to support this change such as:
 - Documents confirming adoption, kinship care, or other situation that would add to your family size

First Name(s)	Last Name	Date of Birth	Gender	Relationship to Primary Applicant

C. SELECT YOUR PREFERRED LOCATION(S)

Near-Market Apartments – Fixed rental rates are set annually at 10% to 20% below comparable market rents. These apartments are designed to improve housing affordability for households with annual incomes below defined thresholds and persons who require units with barrier-free accessibility features in all sizes with the exception of studio units.

1. Do you require a barrier-free or adaptable unit? (definition listed on page 1) Yes No

2. Please select the locations you would like to apply for and your preferred bedroom size below.

Silver Birch Court (Sherwood Park) **Muriel Ross Abdurahman Court** (Fort Saskatchewan)

**Muriel Ross Abdurahman Court only: barrier-free & adaptable units are available in 1, 2, and 3 bedroom sizes and most are on the main floor*

1-bedroom (barrier-free options in 1-bedroom units only) **Studio** **1-bedroom**

2-bedroom **2-bedroom**

3-bedroom **3-bedroom**

D. APPLICANT'S DECLARATION & CONSENT

All applicants 18 years and older must sign the application. The application cannot be processed without these signatures.

1. I/we authorize HHF to make any inquiries necessary to any government office organization, agency, or individual for the purposes of verifying the information provided in this application.
2. I/we authorize HHF to contact and receive information from current and/or previous landlords to complete reference checks for the purposes of assessing suitability as a prospective tenant.
3. I/we understand that this personal information is being collected under the authority section 33(c) of the Freedom of Information and Protection of Privacy Act. Collected personal information is protected from unauthorized access, collection, use and disclosure in accordance with Alberta privacy legislation and can be reviewed or corrected upon request. Questions regarding the collection of personal information can be directed to the FOIP Coordinator at Heartland Housing Foundation by phone at 780-400-3500 or by email at info@heartlandhousing.ca.
4. I/we understand that:
 - This application is not an agreement on the part of HHF to provide me/us with housing.
 - Failing to respond to requests by HHF for additional information of documentation may result in the application being cancelled.
 - Providing false information to HHF may result in the application being cancelled or no longer being eligible for services.
 - If I/we are being considering for an available unit, HHF may need additional information to make my/our information is up to date and that our household still qualifies.
 - It is my/our responsibility to keep HHF updated with any changes to my/our household circumstances including but not limited to: changes in contact information, housing composition, income or rental information.

(Signature of Primary Applicant)

(Signature of Co-Applicant)

(Date)

E. ADDITIONAL CONSENT

1. I/we authorize HHF to contact me for statistical purposes. All information will remain anonymous, and I/we can decline participation at any time.
2. I/we agree to correspond with HHF through email, and hereby:
 - Authorize HHF to communicate with me/us by email for any correspondence, requests for information, or any other documents as necessary,
 - Understand that this authorization remains in effect unless canceled in writing,
 - Understand that I may cancel this authorization in writing at any time which may affect the timeliness of any updates to my application, and
 - Understand that email is not a secure form of communication and interception by a third party is possible and that the confidentiality of any email message cannot be ensured.

(Signature of Primary Applicant)

(Signature of Co-Applicant)

(Date)

FOR OFFICE USE ONLY

Reviewed By: _____ Title: _____ Initials: _____

Application Incomplete - Reason(s) _____

Application Accepted Application Ineligible - Reason(s) _____

Applicant contacted on (date): _____ Support Services Recommended to Applicant (if applicable)

Near Market Housing

CONSENT TO LANDLORD REFERENCE CHECK

SECTION ONE – PERSONAL INFORMATION		
First Name(s)	Last Name	Preferred Name (if different)
SECTION TWO – AUTHORIZATION LETTER		
<p>This is to identify that I, _____, in accordance with section 40 (1)(d) of the Freedom of Information and Protection of Privacy Act, hereby authorize my landlord(s) to answer questions requests by staff at Heartland Housing Foundation conducting this reference check for the purpose of;</p> <ul style="list-style-type: none"> • Determining my (and my household's) eligibility for near market housing; and • Administering the program in which I (and my household) am/are participating in <p>Heartland Housing Foundation will ask your landlord the following questions:</p> <ol style="list-style-type: none"> 1. <i>Can you confirm that the applicant rented from you? Please list the start and end dates of their tenancy.</i> 2. <i>Does the applicant pay their monthly rent on time?</i> 3. <i>Does the applicant reasonably take care of the rental property?</i> 4. <i>If a past tenancy, was the unit clean and in good order when the applicant left?</i> 5. <i>Was the applicant disruptive to other tenants or neighbors?</i> 6. <i>Does anyone else live with the applicant?</i> 7. <i>Would you rent to this tenant again? If no, why?</i> 		
Landlord Name:	Phone #:	Email:
Tenancy Start Date:	Tenancy End Date (if applicable):	
SECTION THREE – AUTHORIZATION SIGNATURE		
I understand that this authorization will remain valid from this date forward unless revoked by me in writing.		
Applicant Signature	Co-Applicant Signature	Date (DD/MM/YYYY)

This personal information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and/or in accordance with any applicable agreements in place. All personal information collected during this process, during the course of the tenant(s) stay, and for the participation in any programs will be used to provide services and ensure a safe and secure environment for all our tenants. Your information will be treated in accordance with the privacy provisions of Part 2 of the FOIP act. Limited information may also be used by Heartland Housing Foundation for the purpose of developing programs or policies (e.g. research, statistical analysis) or for receiving provincial and/or federal funding. If you have questions, please contact our FOIP Coordinator at 780-400-3500 or at info@heartlandhousing.ca

Near Market Apartment APPLICATION CHECKLIST

PRIMARY APPLICANT INFORMATION		<input checked="" type="checkbox"/>
First Name	Last Name	
REQUIRED DOCUMENTATION		
1. A copy of your Income Tax Notice of Assessment showing line 15000 (for each applicant 22 years of age & older)		
2. Consent to Landlord Reference Check Form		
3. Government Identification		
<p>Each household member is required to provide proof of identity:</p> <ul style="list-style-type: none"> For those 18 years of age or older, this can be in the form of a photocopy of your government issued ID (e.g. driver's licence, passport, residency card etc.) or can be shown to our staff if you are dropping your application off in person. For dependents, please provide a copy of their provincial health care card, birth certificate, government issued photo ID or driver's license. Copies of your household's personal identification <u>will not be kept on file</u>. Once verified, copies will be securely destroyed. 		
SUPPORTING DOCUMENTS (IF APPLICABLE)		
1. Consent to Release Personal Information Form		
2. Pet Application Form		
3. Verification of student status		
<p>If anyone between the ages of 22-24 are attending school full-time, please include proof of student enrollment in post-secondary education. These could include:</p> <ul style="list-style-type: none"> AB Works Student Learners Income Support Full-time Student Schedule with a copy of Student School ID 		
Staff Use Only		
Identification visually verified by:		Signature:

Sample Tax Notice of Assessment

Canada Revenue Agency / Agence des Revenus du Canada

Notice details

Notice of assessment

Account summary

Tax assessment

Summary

100	Total income	
230	Deductions from total income	
260	Net income	
300	Total federal non-refundable tax credits	
0160	Total Alberta non-refundable tax credits	
420	Net federal tax	
430	Net Alberta tax	
435	Total payable	

Learner Income Support

Alberta AlbertaWorks

Re: Funding Decision - Original Funding

Thank you for your recent Learner Income Support funding application. This letter is to inform you that a decision has been made regarding your request.

Your application indicated that you were requesting funding for the English for Academic

The following outlines the benefits you have been approved for:

September 2020	
Training Benefits	
* Hours	\$300.00
Total Training Benefits	\$300.00
Allowable Income Support Expenses	
* Child Care Benefit	\$70.00
* Care Provincial Benefit	\$1,200.00
* Care Shelter Benefit	\$60.00
* Children's School Expenses Benefit	\$15.00
Total Expenses	\$3,655.00
Learner Income Support Amount = Total Expenses - Total Resources	\$3,085.00
Total Monthly Eligibility Amount = Total Training Benefits + Learner Income Support Amount	\$3,385.00
Payment Amount:	\$3,385.00
October 2020	
Allowable Income Support Expenses:	

Government Issued ID

Alberta IDENTIFICATION CARD

No 0005-04440
Exp 05 JUN 2023

SAMPLE, Sally
12345 Somewhere Street
Anywhere AB T5N 2F5

DOB: 05 JUN 1988
Sex: F Eyes: BLU Hair: BRN
H: 157 cm W: 54 kg
Iss: 17 MAY 2018

0005-04440

SPECIMEN